

October 15, 1997

TO ALL PARTICIPANTS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC
MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the reissued 1997-1998 Filing Cycle Special Instructions for the filing of rates in GSA's Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period **January 30, 1998, through October 31, 1998**. These Special instructions are in accordance with the Household Goods Tender of Service (HTOS) dated May 1, 1997 (Domestic Tender of Service (DTOS, Section 3, dated January 2, 1996, and International Tender of Service (ITSO) dated October 1, 1995). Participants who are approved to participate in CHAMP and have agreed to abide by the terms as set forth in the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the significant changes to the 1997-1998 Filing Cycle contained in these Special Instructions as indicated below.

1. Electronic Rate Filing: In lieu of the floppy disk requirements as set out in the DTOS, all offers must be transmitted electronically. Electronic transmissions not conforming to format requirements as set out in Section 5 of the enclosed RFO, will not be acceptable. The Government will not consider any rate offer when submission is other than electronically. NOTE: If your firm intends to transmit its rate offer via I-FTP itself and will not be utilizing a filing service, you will need to contact the Program Management Office in writing on company letterhead in order to receive your firm's User ID and Password (Section 1-1.4 of this RFO).
2. Due to the 1997-98 RFO being reissued, New Filings, Late Filings, and Supplemental Filings have been reserved until the next annual filing cycle.
3. All re-filings of technical and rate filing deficiencies must be corrected and resubmitted within ten (10) calendar days after Participant or Participant's Rate Filing Service Provider receives notification of deficiencies (Section 1-1.6).
4. Documentation Requirements: Participants are required to submit a **Disclosure Letter**, Trading Partner Agreement, Certificate of Insurance, and a Performance Bond in accordance with Section 1-4 of this RFO. In the absence of any one or all required documents, the participants rates will not be accepted. If your firm submitted the required documentation in accordance with the 1997-98 RFO issued August 18, 1997, this requirement is considered met.
Note: Documents should be submitted to the new mailing address identified in Section 1-6.
5. Rates/charges applicable to unaccompanied air baggage and privately owned vehicles will apply when shipped independent of the household goods (Section 2-6.4.1)
6. Value Index: The computation of the Participant's Value Index has been refined (Section 3-1.3).

7. Cost Comparison Listing: Carrier Categories for sequencing on the cost comparison listing has been refined (Section 3-3.2).

8. Special Agency Provisions: Participants have the option to file rates for the office within the Federal agency responsible for personal property traffic management. Three new agencies have requested agency specific offers (Section 4-1).

9. Format Requirements: Rate Record Changes (Section 5-3):

- (1) Tender Identifier has been expanded to include Direct Move Management Services.
- (2) Phone Number requirements for Direct and Move Management Services **must be a toll free number.**

10. With the implementation of the Interagency Transportation Management System (ITMS), a need File Name Convention has been implemented. The File Naming Convention **must** be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).

Any comments can be directed to the address identified in Section 1-6 of the RFO.

Sincerely,

/s/ Carla Young

Carla Young
Centralized Household Goods
Traffic Management Program
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